**Student Employment Initiator**

**User Guide for**

**Student Employee Postings**

**Student Employment Initiators Role:** This role will be available to business centers as well as departments. An initiator will be tasked with the following role:

* Creating student employment postings

 

***This document is the authoritative reference for creating student employment postings relating to on-campus student employment at OSU.***

***Oregon State University provides employment opportunities to students to assist them in the enhancement of their educational development and experience; to provide income opportunities as a part of a student’s total financial assistance program; and to create co-curricular experiences by which the student gains valuable work skills.***

***OSU considers student employees as students first and foremost. Their employment as a student worker is secondary to their academic endeavors. University employers of student workers are to be cognizant of the student’s academic pursuits and give consideration to the student’s academic activities and requirements when scheduling work shifts.***

***All student employees are at-will employees. Student employment opportunities are to be determined by the workload requirements and availability of funds. Student employment practices are to be conducted in compliance with applicable state and federal laws and university policies and procedures.***



**How to get started**

1. **New User:** Request access to view student jobs within the Online Recruiting System *after obtaining permission from your business center HR team*:
   1. Go to <https://jobs.oregonstate.edu/hr>
   2. Click on “Create User Account”.
   3. Complete the access fields.
   4. Select “Submit for Approval”
   5. You will receive an email notification when your account is approved

1. **Current User:** Login to the Online Recruiting System
   1. Go to <https://jobs.oregonstate.edu/hr>
   2. Login with your ONID username and password

**Note:** After logging in, at the top of the screen under “Your Current Group: it should indicate Student Employment Initiator, if it does not click on “Change user type” under the Admin heading on the left hand menu bar. Select Student Employment Initiator.

1. Familiarize yourself with the Student Job Categories and Rates <http://hr.oregonstate.edu//files/ercc/comp-plan/studentpayrates.pdf>

**When you are logged in:**

* From the left hand menu bar, select “From Position” under “Create Posting”.
* In the Appointment Type box select “Student Employee” then hit search.
* Select “View Summary” if you would like to review the position title information.
* Click “Create” below the position title that you would like to select.

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| **COMMENTS PAGE**  **First, type in the date and your first initial and last name (07/01/14 J. Smith).** This will clarify who entered information and on what date.  ***If this position qualifies for Federal Work Study, you MUST note this in the comments section.***  If you are posting a position that qualifies for Federal Work Study, copy and paste the following template into the comments section and complete each field.  Federal Work Study Template:  Academic Year:  Jobs is for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term  Date to begin public advertising  Number of positions total (new hires plus reserved):  Employment begins \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ends\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please also note any specific information/instructions you may want the Student Employment Approver to be aware of as well.  Click “Continue to Next Page” when finished |
| **POSTING DETAILS PAGE** |
| **Department:**  **\*\*\*IMPORTANT\*\*\*** Change the Department Name from “Student Employment” to the department name that is initiating the recruitment. |
| **External Department Name**:  Change the External Department Name from “Student Employment” to the department name that is initiating the recruitment. |
| **Departmental users with permission to access position:**  Select your name along with any other departmental contacts who will need to access this posting. Student Employment Initiator email notifications will be sent out to the individuals you have selected. |
| **Supervisor Name:** Provide the direct Supervisors name. This information is important for Federal Work Study Positions. |
| **Supervisor Phone:** Add supervisor phone number. |
| **Job Location:**  Select the appropriate job location. Default is Corvallis. |
| **Appointment Type:** Auto-Populates as Student Employee based on template selected |
| **Position Title:** Auto-Populates to appropriate student position title based on template selected |
| **Job Title:** Copy the Position Title field into this field. This job title field appears allows applicants to utilize key words to search for positions.  You may add a brief description after the job title i.e.: **Student Clerical (receptionist)** |
| **Position Title Code:** Auto-populates from the template selected |
| **Position Number:** Auto-populates as C5XXXX – Update to appropriate student pooled position number for your department. |
| **Position Appointment Percent:** Make sure this is listed as a percent, not FTE (50 vs. .50). All undergrad student employee positions should be no more than .50 (part-time, 20 hours a week). All graduate student employee positions should be no more than .49 (part-time, 19.6 hours a week. |
| **Appointment Basis:** Auto-populates from the template selected as 12. |
| **Critical, Security-Sensitive Position:** If the radio button indicates yes, it means the finalist has security-sensitive duties (see CHC Crosswalk: <http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/ercc/criminal-history/background-check-crosswalk.pdf> ) and must successfully pass a criminal history check prior to being placed into service.  For more information on criminal history check requirements, see: <http://hr.oregonstate.edu/manual/criminal-background-check>  You should make sure the criminal history check language appears in the minimum/required qualifications section if one is required. |
| **Motor Vehicle History Check:** If the radio button indicates yes, it means the finalist must provide a copy of their driving history for the past 36 months from the issuing state.  For more information on Motor Vehicle History Check requirements, see: <http://hr.oregonstate.edu/manual/motor-vehicle-background-check>  The hyperlink is located on the left side of the Motor Vehicle History Check box.  You should make sure the driving history check language appears in the minimum/required qualifications section. |
| **FLSA Status:** Student employees will always be at Non-Exempt/Eligible for Overtime. |
| **Decision Making/Guidelines**: Auto-populates from the template selected – update as appropriate. |
| **Position Summary:** This is a brief description of why the position exists and what the primary function of the position is. Please include any security-sensitive duty statements that apply (i.e.: working one-on-one with minors, access to confidential data, etc.…)  **Add the standard language (examples below) at the very beginning of this section.**  **Example**: This recruitment will be used to fill one part-time (a maximum of 20 hours per week) Student Clerical position for the Department of Chemistry at Oregon State University (OSU).  **If the position job location** is anywhere other than Corvallis, add the job location of the  appointment after the opening statement. **Example**: This position will be located in Roseburg, OR |
| **Position Duties:**  A general description of duties will auto-populate from the student template used to create the posting. Update the duties so that they are specific to the position.  Please make sure that if a CHC or MV check is required, that the duties/access supports the requirement. See the links in the Critical, Security-Sensitive Position and Motor Vehicle History Check fields above for guidance. |
| **Working Conditions/Work Schedule:** A general description of working conditions/work schedule will auto-populate from the student template used to create the posting. Update this section so it is specific to the position. |
| **Minimum/Required Qualifications:**  Add minimum/required qualifications as appropriate for the position.  **CHC and MVC Statements:** Auto-populates from student templates with “may require” for student pools. If a CHC and/or MVC is not required, remove the paragraphs associated paragraphs.  **If the position *requires* a criminal history check, please update the statement from “may” to:**  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 2 years.  **If the position *requires* driving as an essential function, please update the statement from “may” to:**  This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions (as per Voluntary and Compulsory Driver Standards OSU Standard 125-155-0200) as per OSU Standard 576-056-0000 et seq. |
| **Preferred Qualifications:**  Add preferred qualifications as appropriate for the position.  Auto-populates for student template: A demonstrable commitment to promoting and enhancing diversity. |
| **Indicate how you intend to recruit for this search:**  Select as appropriate:  “Competitive/ Student – open to **ALL** qualified/eligible students” **OR**  “Competitive / Work Study – open to qualified/eligible work study students only”  If a position is open to **both work study and non-work study** students, select:  “Competitive/ Student – open to **ALL** qualified/eligible students” |
| **Posting Date:** Select a desired posting date. |
| **For Full Consideration Date:**  (OPTIONAL)  Use this field if you wish to consider applications at a date prior to the standard closing date. Applications received after this date may or may not be considered. |
| **Closing Date**: Select a desired closing date.  **Minimum Posting Period:**  **3 days** for all student employee positions. |
| **Pass/Fail Messages**: When applicants successfully apply to postings, they receive a “Confirmation” page in the system that presents a confirmation number for reference. On the “Confirmation” page is also the text inside the “Pass Message” data field that thanks them for their interest in the position, etc.  The “Fail Message” will pop up on the screen if an applicant answers a posting-specific question with an answer that disqualifies him/her. The message thanks them for their interest, and specifically states that based on their response, they do not meet the minimum/required qualifications for the position.  These pass/fail messages should not be modified without first consulting with [employment@oregonstate.edu](mailto:employment@oregonstate.edu). Only under exceptionally rare circumstances would a modification of this text be justified.  This section will only be used if initiators intend to recruit through PeopleAdmin and not just use it for posting a position. |
| **Recommended Part-Time Salary Range:** This will auto-populate from the student template selected. For unit pay student employees, manually enter the amount. Consult with business center regarding questions about unit pay amounts. |
| **Anticipated Appointment Begin Date**: enter date as appropriate |
| **Anticipated Appointment End Date**: enter date as appropriate |
| **Funding Source:** Auto-populates from the student template. |
| **Required Applicant Documents**: Make sure this information is consistent with the text in the Special Instructions to Applicant box.  *If you are having applicants apply through the system and using the Student Profile*:  Select “Resume/Vita” and “Cover Letter”  *If you are not having applicants apply through the system:*  No documents are required |
| **Optional Applicant Documents:** Make sure this information is consistent with the text in the Special Instructions to Applicant box.  Posting Specific Question responses may be marked as “Other Document” in this section if utilized. |
| **Special Instructions to Applicants:**  ***If this position is intended for work study only, copy and paste the following statement at the top of this section:***  <b>This position is open to qualified/eligible work study students only</b>  ***If you are having applicants apply through the system and using the Student Profile, copy and paste the following information***  When applying you will be required to attach the following electronic documents:  1) A Resume/Vita  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  For additional information please contact: **insert contact information**  ***If you are NOT having applicants apply through the system:***  Please submit your resume and cover letter (indicating how your qualifications and experience have prepared you for this position) directly to: **insert to whom and where the student should submit their application materials**  **Copy and paste the following language into the Special Instructions section if applicable**:  **If a Criminal History Check is required, add the following language (for pools state “may”):** This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.  **If a Motor Vehicle History Check is required, add the following language (for pools state “may”):** This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions (as per Voluntary and Compulsory Driver Standards OSU Standard 125-155-0200) as per OSU Standard 576-056-0000 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the Motor Vehicle Check Requirement.  ***For ALL positions insert the following statement:***  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. |
| **Preview of Posting Specific Questions: (OPTIONAL)** If you wish to use posting specific questions for screening purposes, please add the following instructional text and the questions you would like to use below:  Please answer the posting specific questions as thoroughly and completely as possible. The following options are available:   1. Answer the questions in the space provided. 2. Attach your answers as a separate document under “Other Document” on the documents page of the posting when applying.   If you choose option 2, when answering the posting specific questions, you must enter into the provided text box a message that states “Uploaded answers as Other Document.”  **Indicate the questions you would like to ask…**  **NOTE:** You may want to include questions about Non OSU Students and/or number of credits |
| **Application Types Accepted:**  Select one of the following depending on the application process you would like to utilize:   * Student Profile; **OR** * None Required   Click “Continue to Next Page” |
| **DOCUMENTS PAGE**  To upload a document you need to click on “Attach” next to the document you want to upload, and then either browse and select a document saved to your computer, or copy and paste text into the appropriate text box. Then, attach the document and confirm. It is important to view the document once you have uploaded to ensure the correct document is attached.  Click “Continue to Next Page” |
| **POSTING SPECIFIC QUESTIONS PAGE (As Applicable)**  **NOTE:** If students will not be applying to this position using system, you do not need to create questions using the system.  This section is where you will create the Posting Specific Questions (PSQ) that the applicants will respond to when applying to the posting. If you are utilizing PSQs in your student posting, you will need to proceed as follows:   * Select “Add a Question” located at the bottom of the page. * Select “Create a Question.” * Copy and paste a question from the PSQ section of the “Posting Details” page into the text box provided (DO NOT number the questions i.e. 1), 2), 3), etc as if edits need to be made the order of the questions will change). * Select open-ended AND long text. (If a yes or no question is utilized, or multiple choice format is desired, select “close-ended.” Then you will need to list the specific options available in the response section. Select “Submit a Question.” * Repeat the process if more than one question is requested by the department.   Review the questions before moving forward to correct errors. Use the “edit” option to make edits to the questions. You are not limited in the number of questions that can be asked, but it is best not to overwhelm the applicants by asking an unreasonable number of questions. Two to three questions are typical.  Click “Continue to Next Page” |
| **DISQUALIFYING/POINTS PAGE**  Close-Ended questions may be used as “Disqualifying Questions” i.e. those questions with a “yes” or “no” response. Open-Ended questions will not appear on this page.  If activated, the disqualifying question feature will automatically move the applicant to an inactive status, if they answer “No” to the minimum/required qualification, and send them the message indicated in the “Fail Message” field on the Posting Details page. The “Fail Message” field is editable if the hiring unit would like the response revised.  Click “Continue to Next Page” |
| **GUEST USER PAGE:** The guest user login information will be activated by the Student Employment Approver reviewing the posting as appropriate.  Click” Continue to Next Page” |

When you have finished, click “Save without submitting” located under “Posting Status” at the top of the posting (This initial “save” will cause the system to assign a posting number)

* Click “Continue” and “Confirm”

Once you have saved without submitting, click “View Pending” under “Job Postings” on the left menu.

* Find the position that you had saved.
* Once you have found your posting click, “Sent to Student Approver.” under “Posting Status”
* Click “Confirm”

The Student Employment Approver in the business center will receive an email notifying them that the student posting is ready for their review.

If the Student Employment Approver has questions or is requiring changes, they will either contact you directly or select the option to “Return to Student Initiator”. If returned, view the comments section for instruction and once complete, submit the posting to the Student Employment Approver for further review.

If the position is designated for work-study, the Student Employment Approver will submit it to the Financial Aid Reviewer for their review prior to posting.

***CONTACT YOUR BUSINESS CENTER HR TEAM IF YOU NEED ASSISTANCE.***